



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective June 2003, Revised July 17, 2020**  
**Reviewed: July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 3.011**

### **Subject: UWF Dig Procedures**

**Purpose and Scope:** To establish a method of ease for all parties (to include the Project Manager (P.M.), the contractor, and the Design & Survey Records team) in identifying the approximate underground utilities location, related documentation, and as-built information. Dig procedures involve new utility installations and maintenance projects. Project Managers will coordinate digs with Facilities Management using the procedures below. Relates to S.O.P. FAC 3.012.

**NOTE: Contractors are responsible to identify precise utility locations/elevations.**

#### **Procedures:**

1. After a project is identified and a date set for installation of utilities, the contractor will put in a work order request for Facilities Management to locate the utilities in the general area.
2. The Sunshine Utility Locating Service will locate AT&T existing data lines. Request for service by Sunshine 811 is initiated by accessing <https://www.sunshine811.com> and creating a request. UWF Water Utilities staff will flag hot/chill water lines, potable water, sanitary sewer, and storm lines in the general area. **Precise locations will not be provided.** ITS staff will flag communications lines within the general area. UWF Facility Maintenance staff will flag high and low voltage electrical, natural gas, and irrigation lines within the general area.
3. The contractor or project manager can request utilities drawings from the UWF Design and Survey Records office. The drawings designate **approximate locations** of existing utilities in “dashed lines” and GIS located utilities in solid lines.
4. As a secondary reference, the Design and Survey Records staff will maintain a drawing flat file of utilities within the Facilities Archives.

**Note:** The Contractor shall be responsible to locate precise utilities infrastructure locations/elevations, and provide for utilities connections required for temporary service for construction to the date of Substantial Completion as issued by a Certificate of Substantial Completion.



5. Before utilities are covered, the General Contractor/Construction Manager will be responsible for calling for inspections as coordinated by the Project Manager and the Design & Survey Records office.

**Developed by: Facilities Planning & Construction**

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